

Making Changes to MAFPlan 2009-2010 USER GUIDE



http://maf.ad.unc.edu/mafplan 0910/Login.apsx



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Note: The screen shots in this User Guide were made in the test environment. The web address listed on each screen shot is not the one you will use. "0910" appears in the county name only in the test environment and will not show when you use MAFPlan.

Special thanks to Yancey County for allowing us to use to use them as the example in this User Guide.



New Items:

- 1. New Website address: http://maf.ad.unc.edu/mafplan 0910/Login.apsx
- 2. Missing Fields Slot Placement When you log in to 0910 MAFPlan for the first time, you will need to revise the slot placements based on recent Committee decisions. Clicking the "Slot Placement" button will open a Classroom Slot Change Request; after revising slot numbers and entering dates 08/01/09 05/31/10, adding an effective date and selecting the Submit button, a Budget Change Request will automatically open. Verify "Allocated Slots Not in Plan", enter an Effective date and click Submit.

Note: Contractors with slot allocations of 60 or less may not have any updates to slot placements.

- 3. Missing Fields Missing Classroom Curriculum/Ongoing Assessments Changes have been made to curricula and on-going assessments. (See pages 64/65.) If a 08-09 classroom used a curriculum/assessment that is not on the 09-10 dropdown lists, the classroom will be listed. Click on the "Change" button to open a Classroom Change Request; select one of the new curriculum/assessment choices; add an effective date and select the Submit button to submit the change. If the curriculum currently in use in any MAF classroom is not listed, please call OSR to discuss.
- 4. **Teacher Placement** Teachers granted an exception for the 08-09 school year along with Long-term Substitute teachers will appear at the bottom of the Teacher Placement screen. Follow prompts on the Teacher Placement screen to update their credentials with a Change Request which will require educational levels approval from OSR.
- 5. Add Teacher Change Requests must be submitted at the same time Add Classroom Change Requests are submitted. If the teacher for the new classroom will be moved from another classroom include that information in the Add Classroom Change Request New Comment section.
- 6. The 09-10 Printed Plan Section numbers have changed.



Important Notes:

- 1. From Date/To Date/Number of slots entered for each classroom in MAFPlan should represent the ten months of service the Contractor chooses to request reimbursement (actual service dates may be greater).
- 2. The ten months of service are automatically set for August to May in MAFPlan; therefore, Contractors must contact the State Office to change their ten months of service for reimbursement requests prior to the billing process.
- 3. A site or classroom can only be deactivated if it has not served MAF children.
- 4. You can only remove a site with no classrooms. You can only deactivate a classroom with no slots in it. Exit Teachers first.
- 5. If a site/classroom <u>has served</u> More at Four children at any time during the school year, it should not be removed from the Plan.
- 6. To change Teacher Type (lead or assistant) use Change Teacher Type/Credential Change Request.
- 7. If the Teacher did not work in the classroom this year, use the same exit date as the entry date.
- 8. Telephone number format is (xxx) xxx-xxxx. Fax number format is (xxx) xxx-xxxx.
- 9. If you click on the calendar icon to select a date and the calendar does not appear on your screen, check your Task Bar at the bottom of your screen. The calendar may be hidden behind the page on which you are working. By clicking on its entry on the Task Bar, the calendar will be brought to the forefront.
- 10. Regardless of date entered the change will be effective the first day of that month.

Three Kinds of Changes:

- 1. State Office Only Changes (Changes to the Plan made through MAFPlan by State Office Personnel):
 - Require Contractor to call State Office to request change
 - Populate MAFPlan immediately
 - Fields that can only be updated by the State Office are specified below:
 - Contract agency name, type, and Federal tax ID (susan. blackard@ncmail.net)
 - Site name and child care license number (jody.koon@ncmail.net)
 - Maximum approved class size (jody.koon@ncmail.net)
 - Year designated MAF (jody.koon@ncmail.net)
 - Operating allocation and startup budget (susan.blackard@ncmail.net)
 - Changing classroom from and to dates for ten month operation for reimbursement requests
 (ex. from Aug-May to Sept-Jun) (susan.blackard@ncmail.net)
- 2. Automatic Changes (Changes to the Plan made through MAFPlan by Plan Administrator):
 - Require no State Office approval
 - Populate MAFPlan immediately
 - Send an email notification of the automatic change to the State Office the following day
 - Fields that can be automatically updated are specified below:
 - All MAF Committee information
 - Contract agency address and telephone

Three Kinds of Changes Cont.

- Contract administrator name, address, and other information
- Program contact name, address, and other information
- Fiscal administrator name, address, and other information
- Additional Contact name, telephone, and email address
- Facility type, LEA number, and telephone
- Star rating (downward change: automatic e-mail to Jody Koon)
- Principal or Director contact numbers
- Curriculum, developmental screening, ongoing assessment tools, and MAF hours of operation
- Teacher race, ethnicity, entry date, and exit date
- Teacher removal (using exit date)
- Teacher move between classrooms and sites
- 3. Change Requests (Changes to the Plan made through MAFPlan by the Plan Administrator):
 - Require State Office approval
 - Populate MAFPlan when approved
 - Some automatically generate a budget change request:
 - Moving slots
 - Adding a classroom
 - Send an email notification to Contract Administrator/Program Contact/Additional Contact (if box checked)
 when Pending More Information, Approved and Denied
 - Result in an Administrative Letter.
 - Result in a Contract Amendment if the State More at Four funding changes

Three Kinds of Changes Cont.

- Changes that require a Change Request are specified below:
 - Add a new site
 - Change site, and/or Principal/Director address
 - Remove a site
 - Change name/title/email for principal or director (Note: name change only)
 - Add new Principal/Director
 - Change Principal/Director type, highest degree and major, credential or working on credential program, working on degree program and major
 - Add or move slots
 - Add a classroom
 - Classroom removal (without slots) and no service this school year
 - Change name for Teacher (Note: name change only)
 - Change Teacher type, highest degree and major, degree working on and major, license/credential or working on licensure/credential program
 - Add a Teacher
 - Change operating budget (resulting from Add Classroom or Slot Change)
 - Change estimated other resources (email approval)

The table beginning on the next page identifies the MAFPlan fields (What's Changing), who can change it, the approval required and the page number for specific instruction.



MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
	Co-Chairs Information	Plan Administrator	Automatic	16-17
Committee	Other Designated			
Committee	Members			
	Other Representatives			
	Contract Agency Name	State Office -	New Contract to be	
	Contract Agency Type	susan.blackard@ncmail.net		n/a
	Contract Federal Tax ID	- susan.biackara@ncmaii.net		
	Contract Agency		Automatic	18
	Address, Phone			
	Numbers, & Fiscal year			
	Contract Administrator			
Contract	Name & Information	Plan Administrator		
Information	Program Contact Name &	Plan Administrator		
	Information			
	Fiscal Administrator			
	Name & Information			
	Additional Contact,	Plan Administrator	Automatic	18→19
	Name, Phone, & Email			
	address			



MAFPlan Section	What's Changing	Who Can	Approval Required	See Page
		Change It		#
	Facility Type, LEA #, Current Star Rating, & Phone Numbers	Plan Administrator	Automatic; however a downward change in star rating sends email to State Office	21-22
	Site Name, & Child Care License Number	State Office - jody.koon@ncmail. net		21-22
	Site address	Plan administrator	Change Request/Administrative letter	22-23
Site	Remove a Site	Plan Administrator	Change Request / Administrative Letter Note: If a site/classroom has served MAF children it should not be removed from the Plan.	21→30
	Add a New Site	Plan Administrator	Change Request / Administrative Letter if total number of slots remains same; Contract Amendment if total number of slots changes (new signature required on Section Ia of Plan in both cases)	21→27-29



MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Principal/Director	Title, name, and email of Principal/Director (name change only, not new person)	Plan Administrator	Change Request / Administrative Letter (New signature not necessary with existing sites)	21→24
	Phone Numbers	Plan Administrator	Automatic	21→24
	Type, Highest Degree and Major, Credential or Working on Credential Program, Working on Degree Program and Major	Plan Administrator	Change Request / Administrative Letter	21→25
	New Principal/Director	Plan Administrator	Change Request / Administrative Letter (New signature not necessary with existing site)	21→26



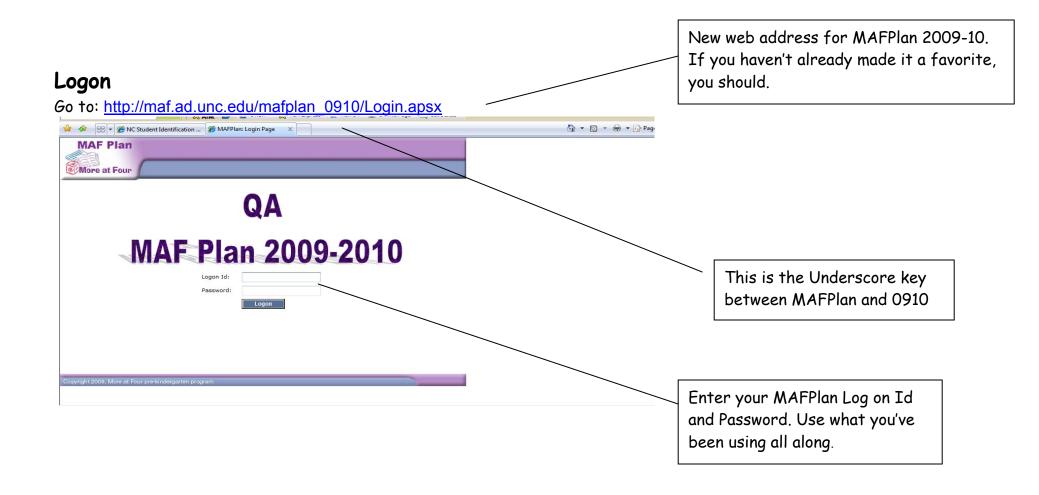
MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
	Curriculum, Developmental Screening, Ongoing Assessment Tools, & More at Four Hours of Operation	Plan Administrator	Automatic	31, 32
Classingon	Max. Approved Class Size & Year Designated More at Four	State Office - jody.koon@ncmail.net		31→32-33
Classroom	Number of Slots	Plan Administrator	Change Request/ Administrative Letter	31→40-41
	Remove a Classroom	Plan Administrator	Change Request/ Administrative Letter, classroom cannot have any slots, Teachers, or service	47
	Add New Classroom	Plan Administrator	Change Request / Administrative Letter if total # of slots unchanged	31→42-46



MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
	Add New Classroom (cont.)	Plan Administrator	Contract Amendment if total # of slots changes (generates Budget Change Request)	31→42-46
Classroom (cont)	Classroom Slot Dates State Office -	State Office - susan.blackard@ncmail.net	Susan Blackard If the original 10 months of reimbursement needs to be changed.	31, 32
	Name of Teacher (name change only, not new person)	Plan Administrator	Change Request / Administrative Letter	31→32-34
Teacher	Race / Ethnicity, Entry Date, Exit Date	Plan Administrator	Automatic (exit date should be entered only if Teacher leaves the classroom)	31→33→35



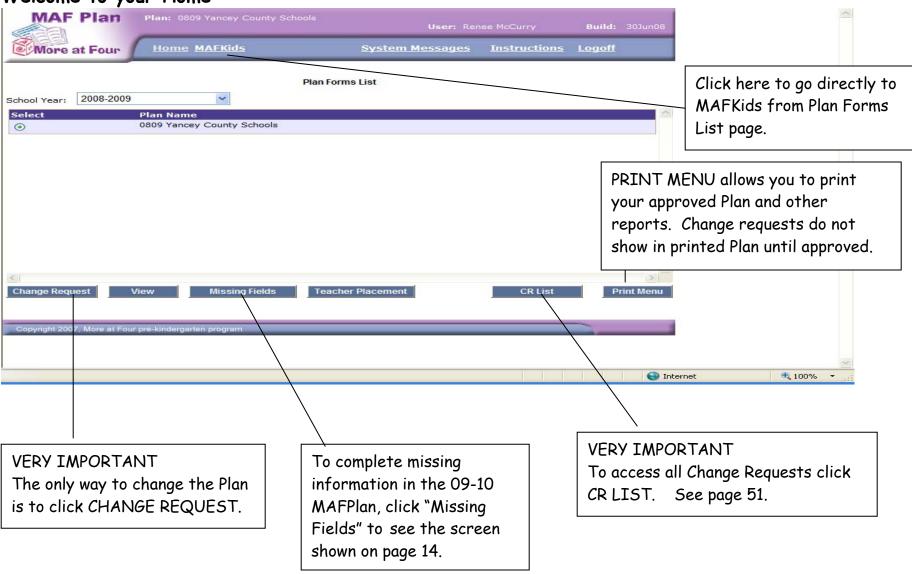
MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Teacher (cont)	Teacher Type, Highest Degree & Major, Degree Working on & Major, License/Credential, NCLB Exception, Working on Licensure/ Credentials, Working on Degree Program & Major	Plan Administrator	Change Request / Administrative Letter	31-33→ 35-36
	Remove a Teacher	Plan Administrator	Automatic (use exit date)	31→33→35
	Add a New Teacher	Plan Administrator	Change Request / Administrative Letter	31→37
	Move Teacher	Plan Administrator	Automatic	31→38-39
	Operating Allocation & Start-up Budget	State Office - susan.blackard@ncmail.net		n/a
Budget	Operating Budget in Plan	Plan Administrator (through Adding Classroom or Slot Change)	gh Adding Classroom Amendment	48
	Estimated Other Resources	Plan Administrator	Change Request/ Email Approval	49-50



If you don't have access you should call KC Elander at (919) 981-7302

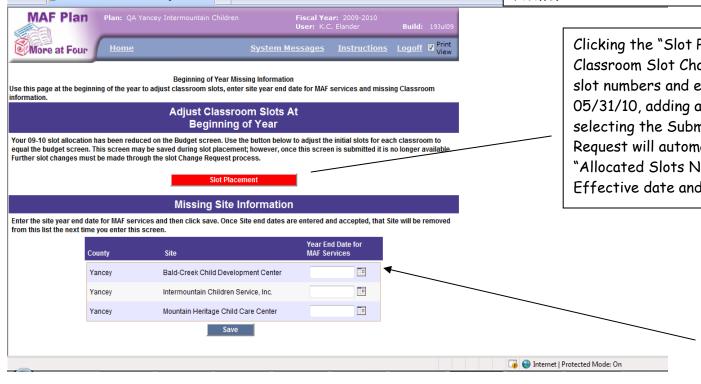
Home Page

Welcome to your Home



Complete Missing Site Data

Initial Log on to 09-10 MAFPlan will open this screen for Missing Fields. To leave this page and return to another page in MAFPlan 09-10, click Home.



Clicking the "Slot Placement" button will open a Classroom Slot Change Request; after revising slot numbers and entering dates 08/01/09 - 05/31/10, adding an effective date and selecting the Submit button, a Budget Change Request will automatically open. Verify "Allocated Slots Not in Plan", enter an Effective date and click Submit.

Changes have been made to curricula and on-going assessments. If a 08-09 classroom used a curriculum/assessment that is not on the 09-10 dropdown lists (See pages 64/65.), the classroom will be listed (scroll down page.). Click on the "Change" button to open a Classroom Change Request; select one of the new curriculum/assessment choices; add an effective date and select the Submit button to submit the change. If the curriculum currently in use in any MAF classroom is not listed, please call OSR to discuss.

Enter the site year end date for MAF services for each site listed. Click save. The site will continue to appear on this page until the next time you access this screen. The date entered has been saved to the site page, Click Home to continue.

This is the Teacher Placement screen.

To leave this page and return to another page in MAFPlan 09-10, click Home.

Teacher Placement



Beginning Of Year Teacher Placement

Use this page to confirm, move or exit the teachers for the beginning of the year. You will need to confirm, move, or exit each teacher listed below.

- To confirm that a teacher is remaining in the same classroom as last year, enter their start date and select 'Confirm Classroom'. When you save this screen, they will be taken off of this initial placement screen.
- 2. To confirm that a teacher has left the program, select 'Did not return'. When you save the screen, they will be removed from the contract.

 2. To make a teacher select 'Move to new classroom'. You will be taken to a new screen where you can select the new classroom.
- To move a teacher, select 'Move to new classroom'. You will be taken to a new screen where you can select the new site and classroom for that teacher, and add their start date.
- If you are unsure of the status for a specific teacher, leave the teacher at 'No Action' until you can confirm the disposition of that teacher.

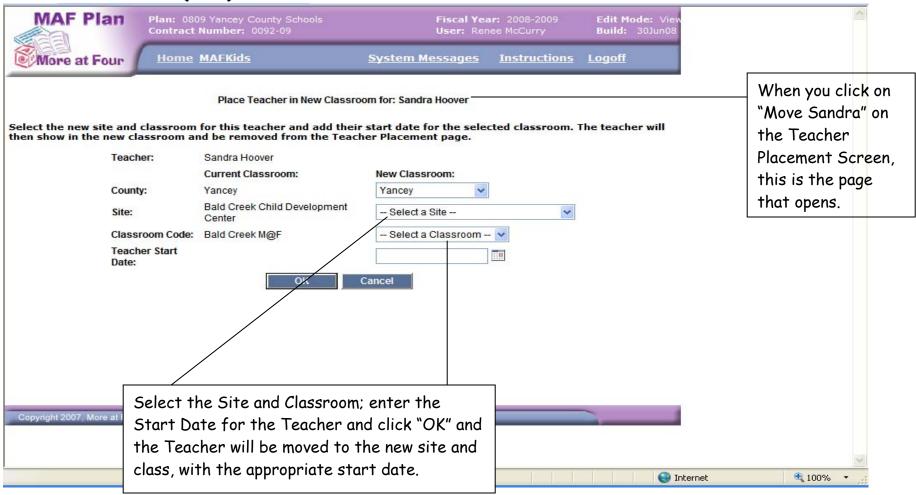


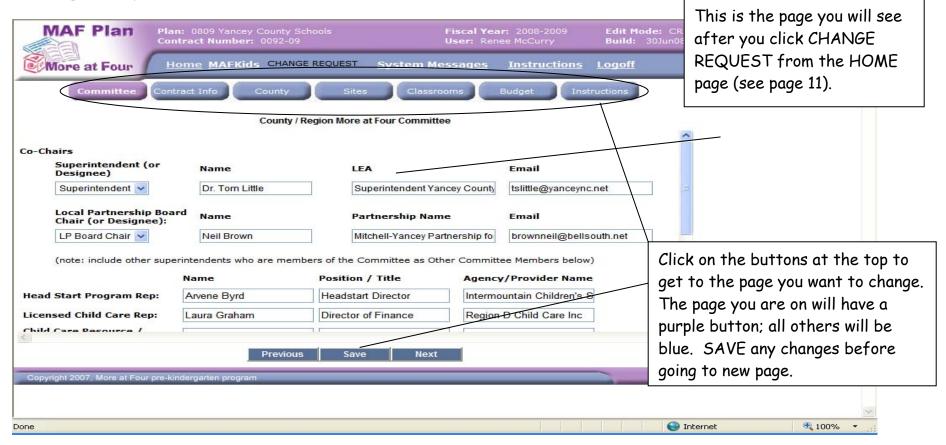
Long-term Substitute
Teachers and those
with exceptions, if
applicable, will appear
at the bottom of the
Teacher Placement
Screen. Follow
prompts to update
their credentials in a
Change Request
requiring OSR
approval.

100%

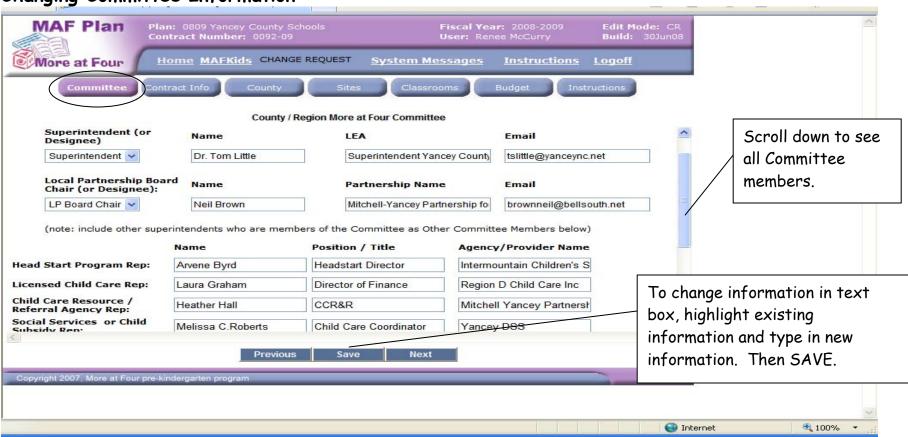
Selecting the "Move Sandra" link will open the screen (see next page) to move a Teacher to another classroom and enter a start date. Once saved, the Teacher will be moved to the selected classroom in MAFPlan. Select No Action, Did Not Return or Confirm Classroom from the drop down list; if the Teacher will remain in this classroom for 09-10 enter Start Date here. Once this page is saved, all completed information will transfer to the appropriate classroom screen in MAFPlan for the listed Teachers.

Teacher Placement (cont)

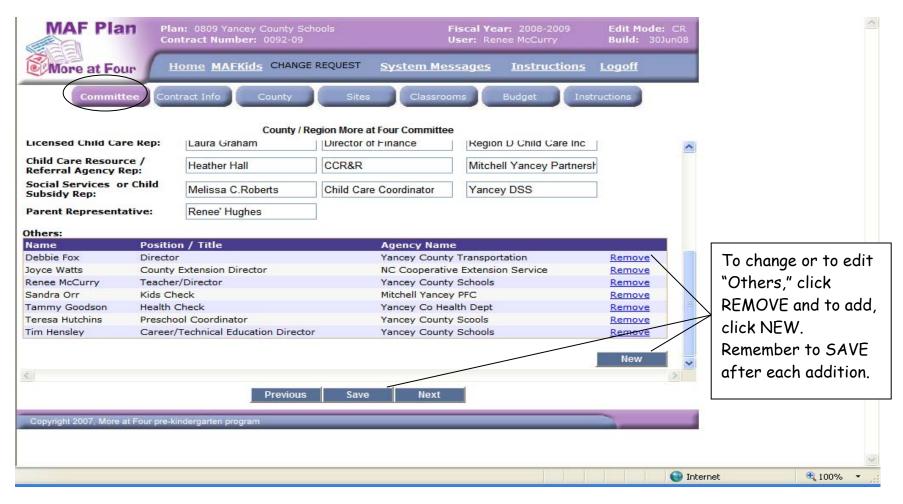


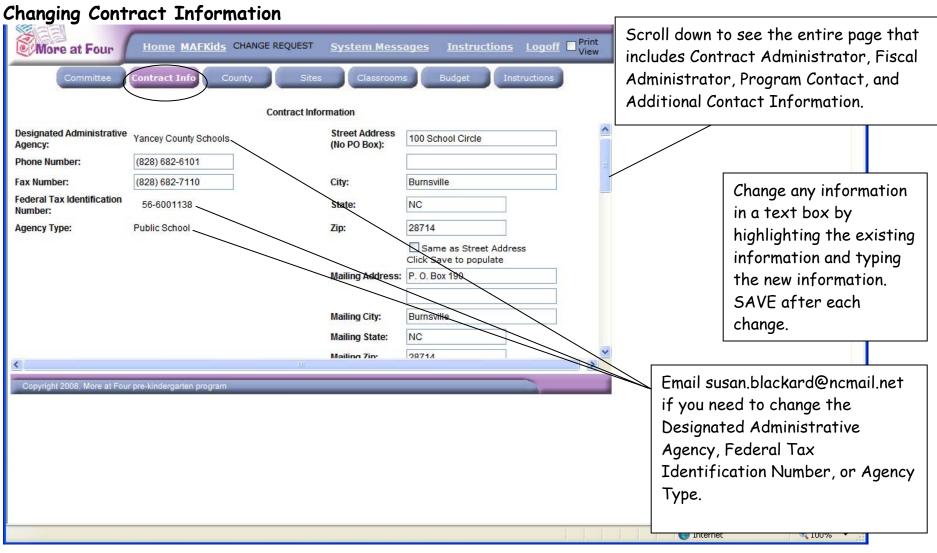


Changing Committee Information

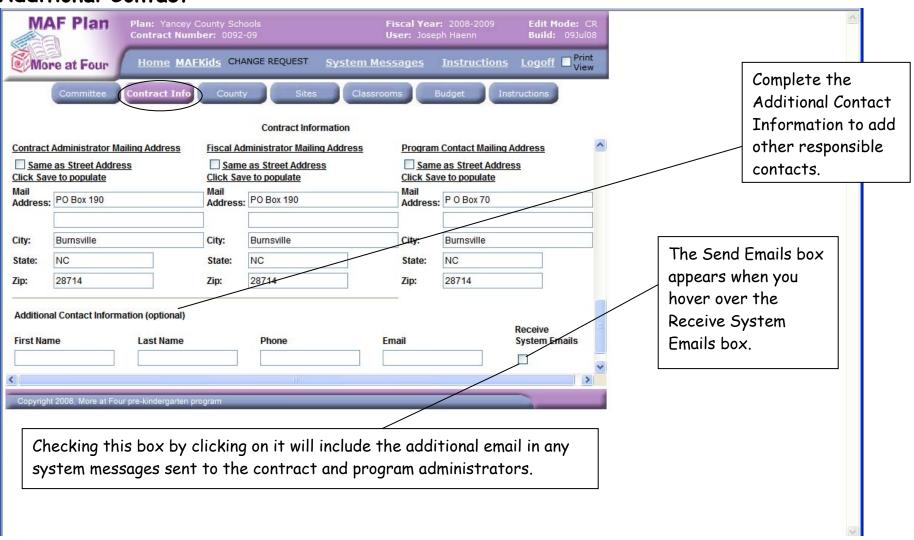


Change Request Changing Committee Information (cont)

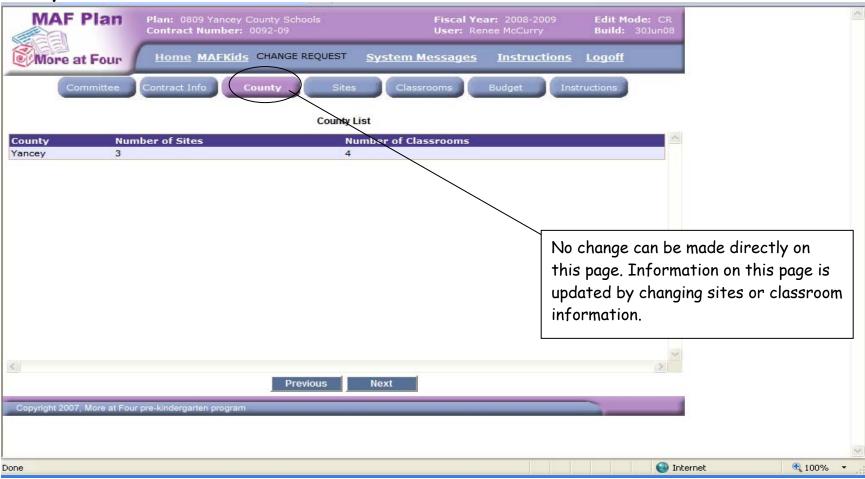




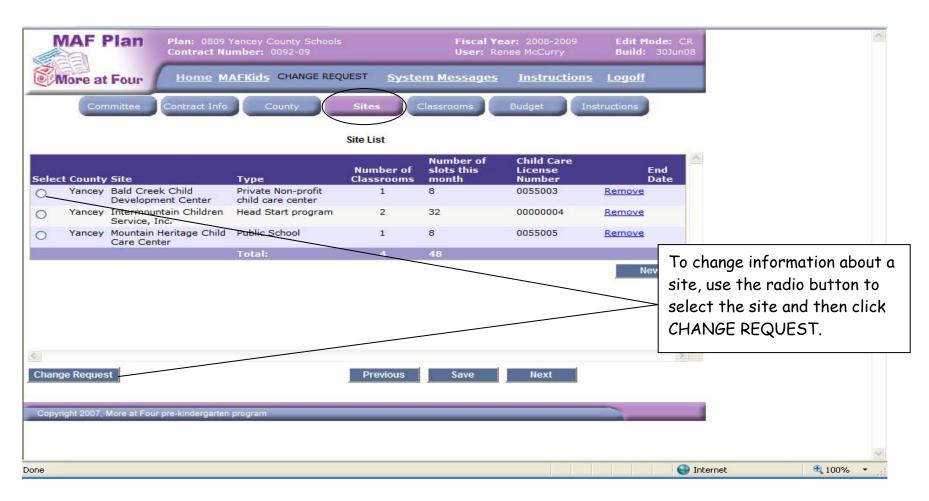
Change Request Additional Contact

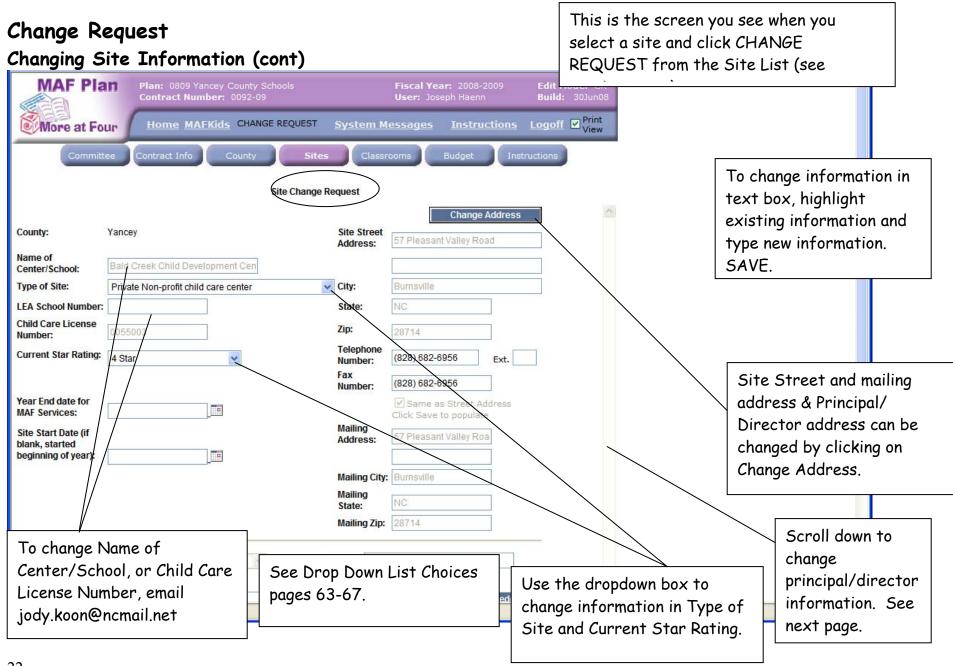


County List

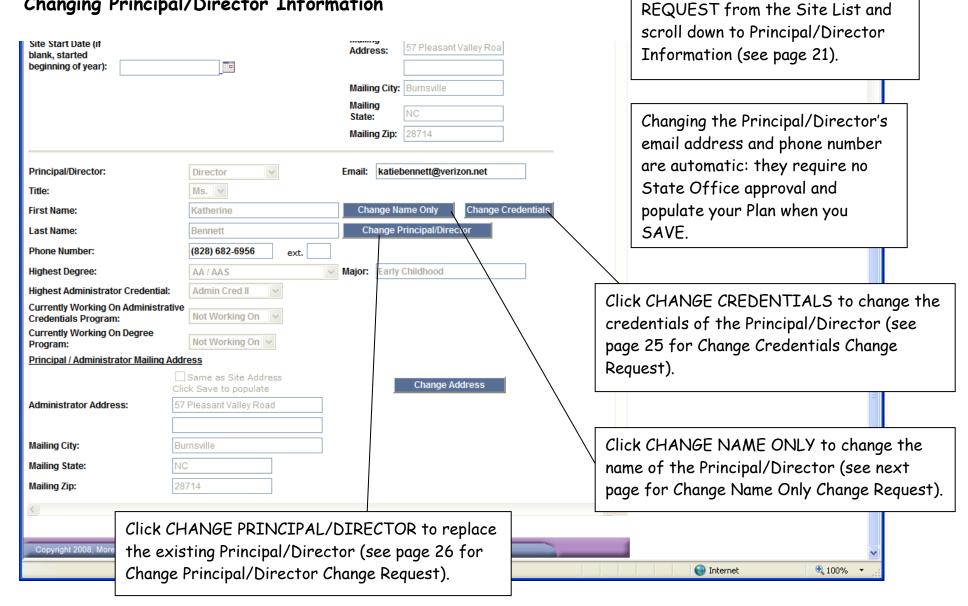


Change Request Changing Site Information



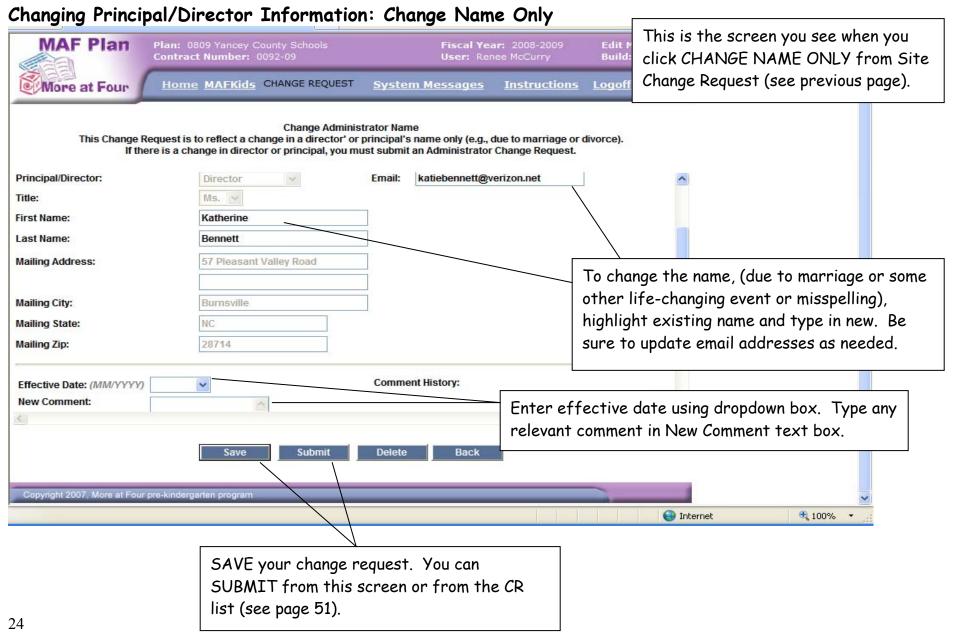


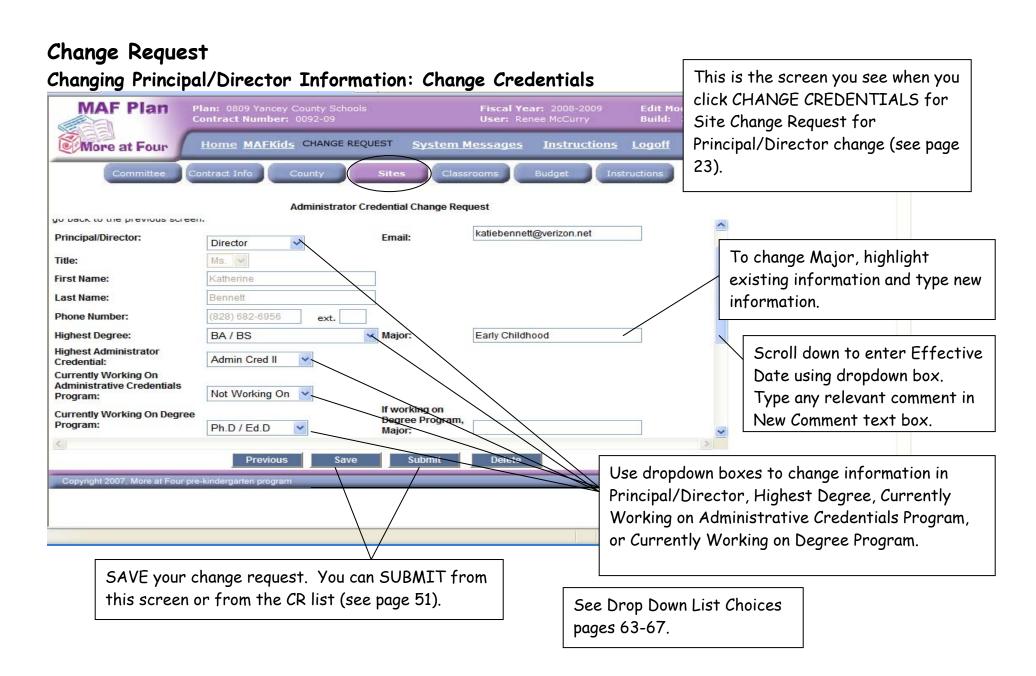
Change Request Changing Principal/Director Information

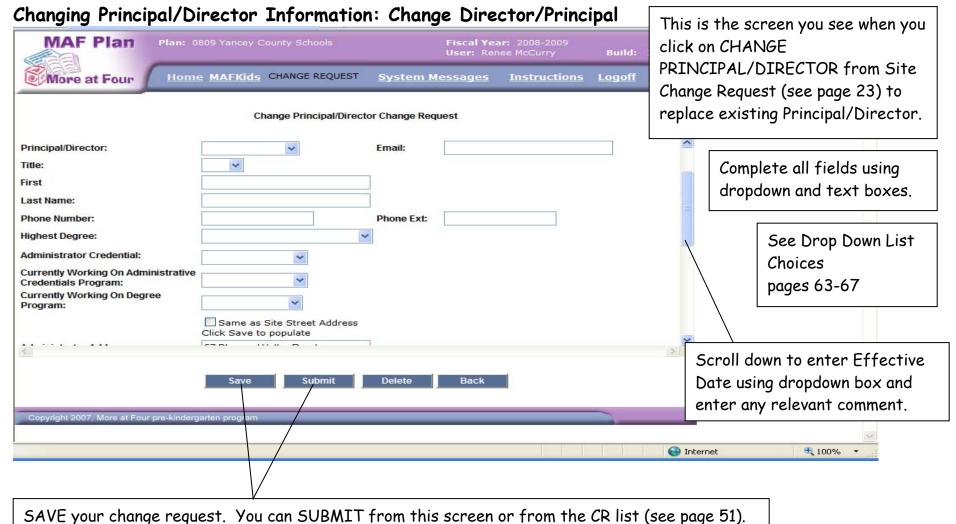


This is the screen you see when you

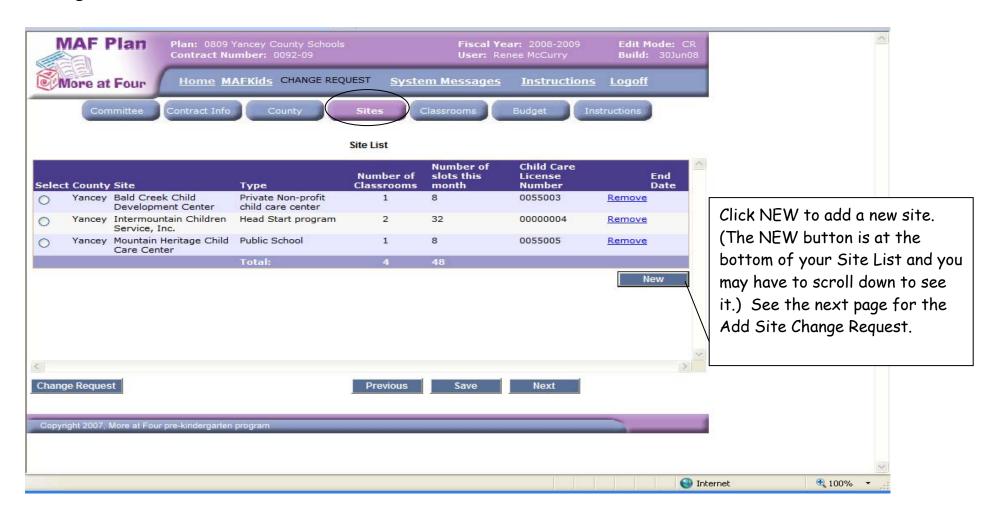
select a site and click CHANGF



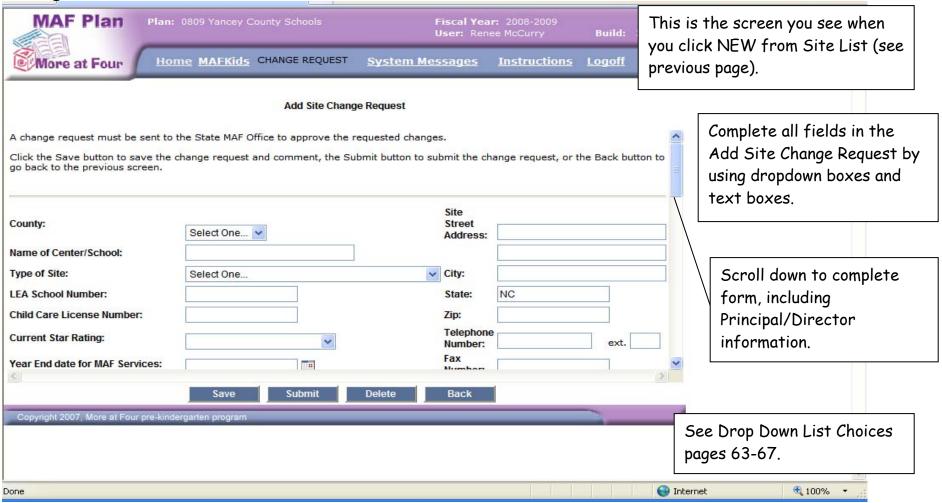




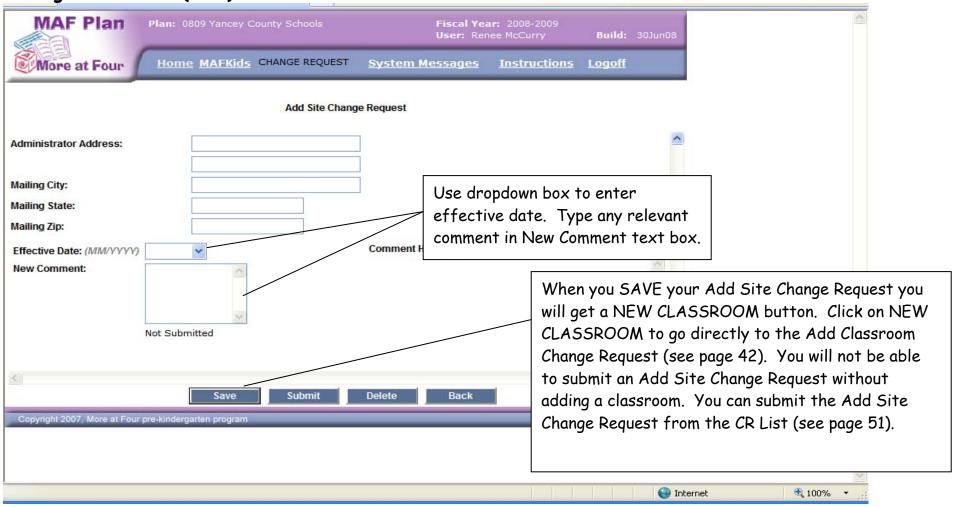
Change Request Adding a New Site



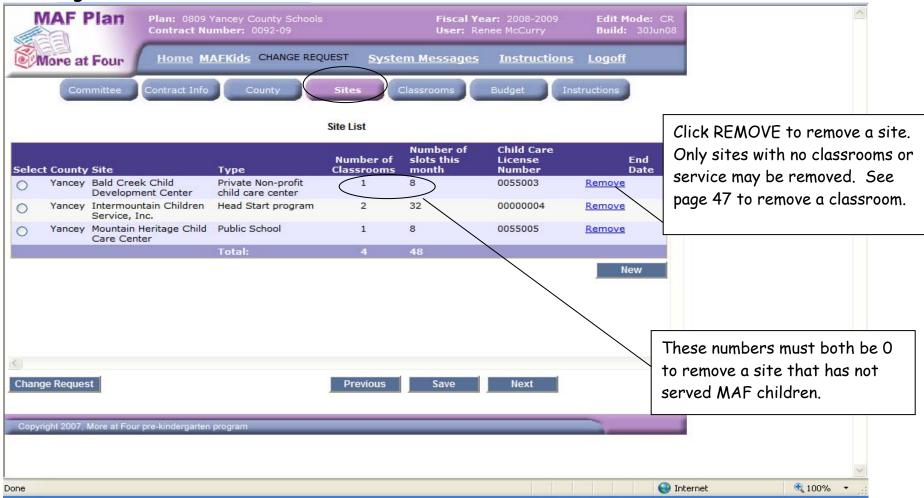
Adding a New Site (cont)



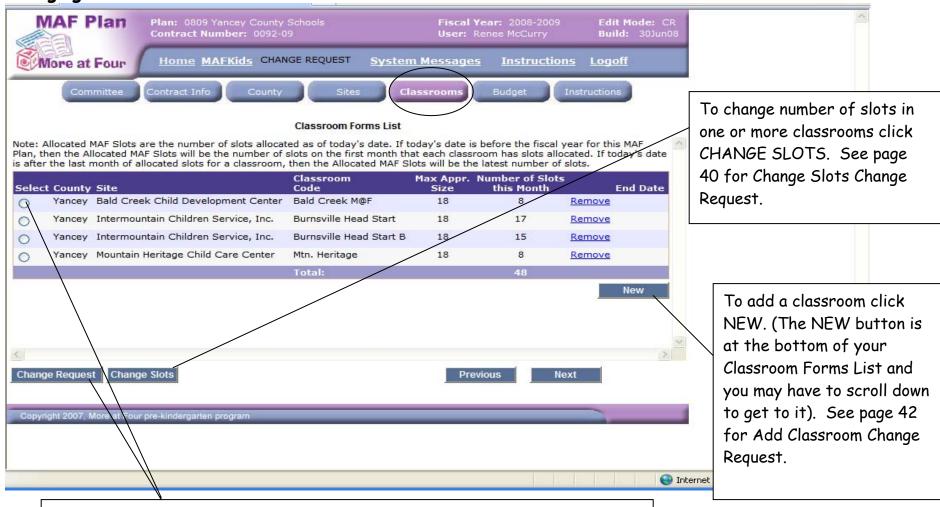
Adding a New Site (cont)



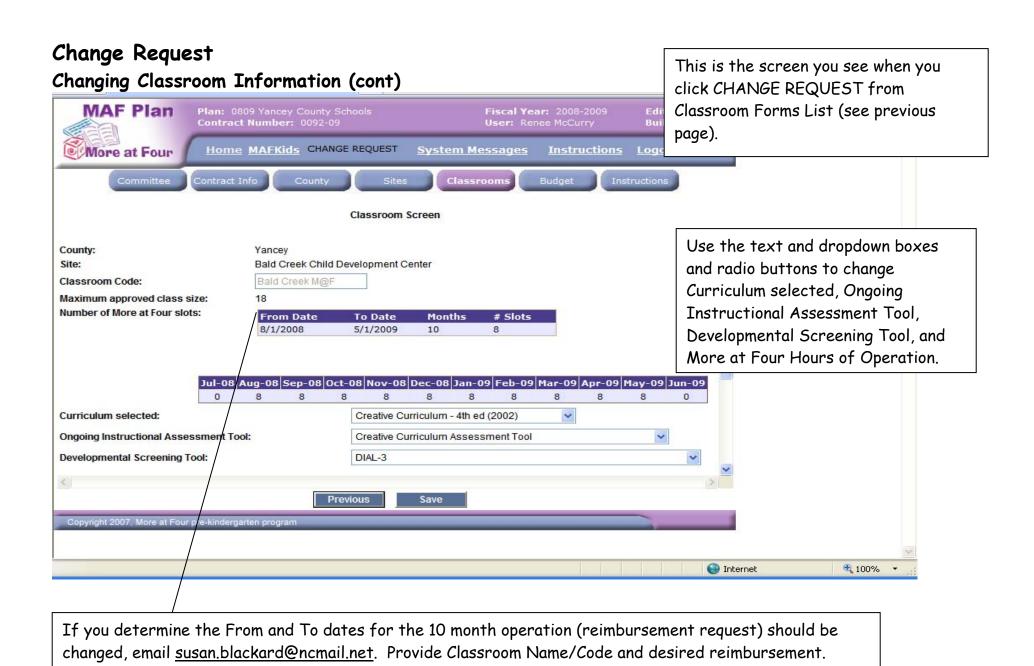
Removing a Site

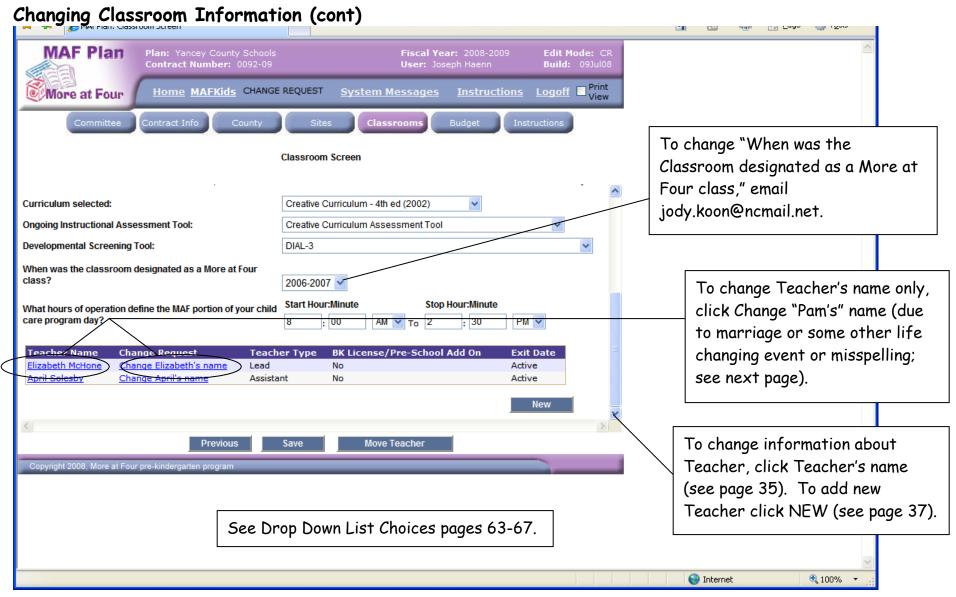


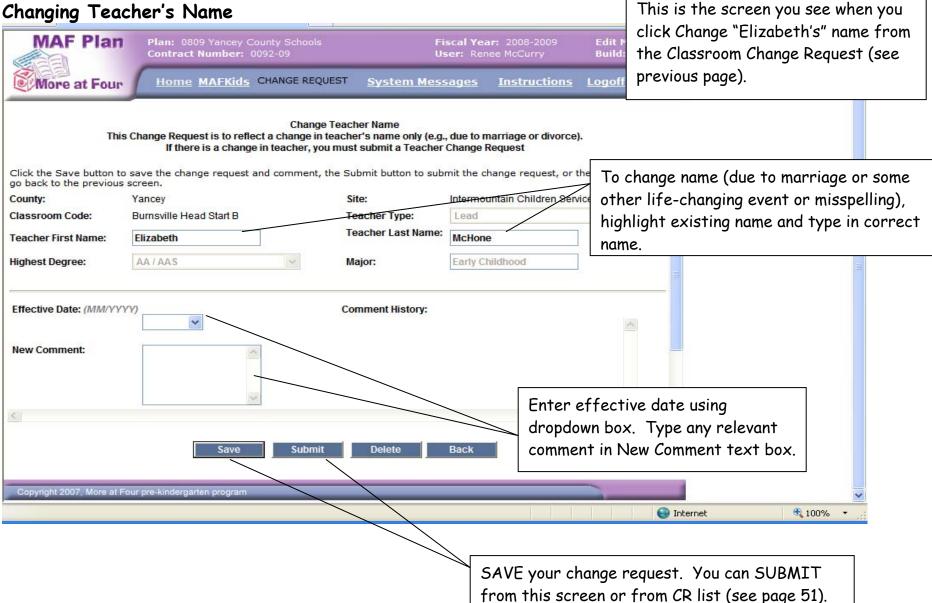
Changing Classroom Information

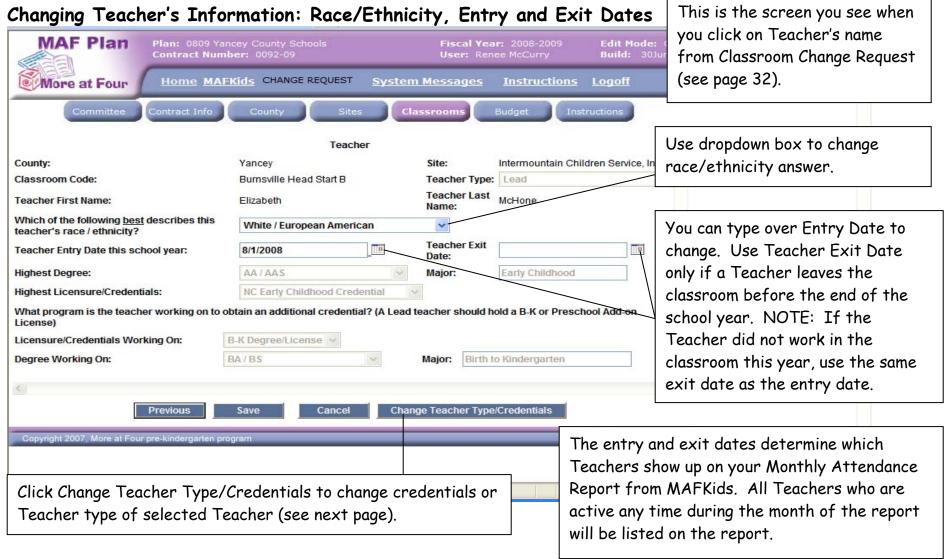


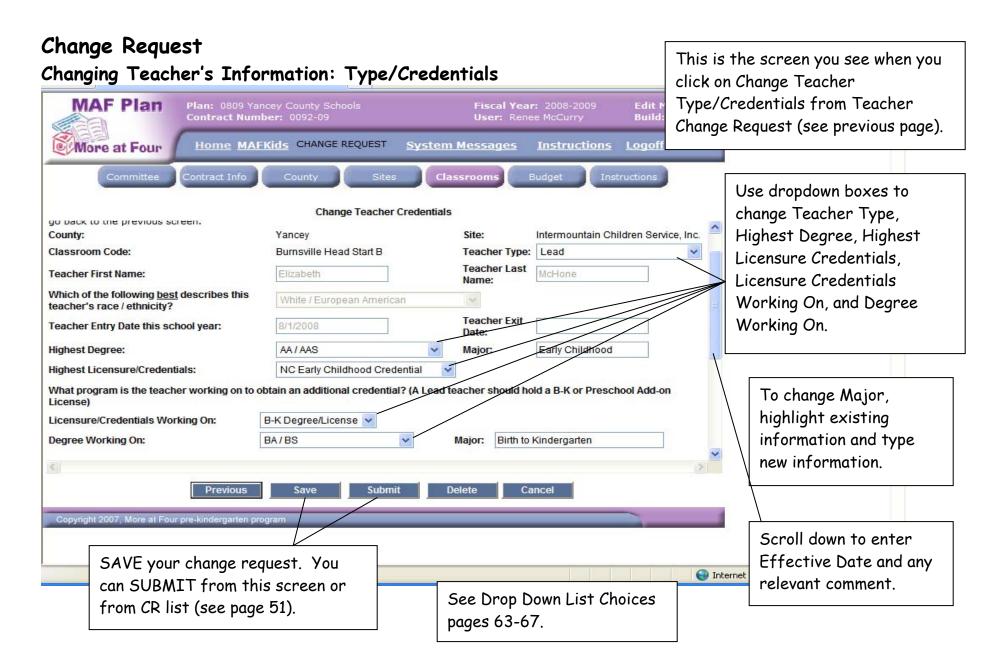
To change information about a classroom (including Teacher information), use the radio button to select the classroom and then click CHANGE REQUEST. See next page for Classroom Change Request.





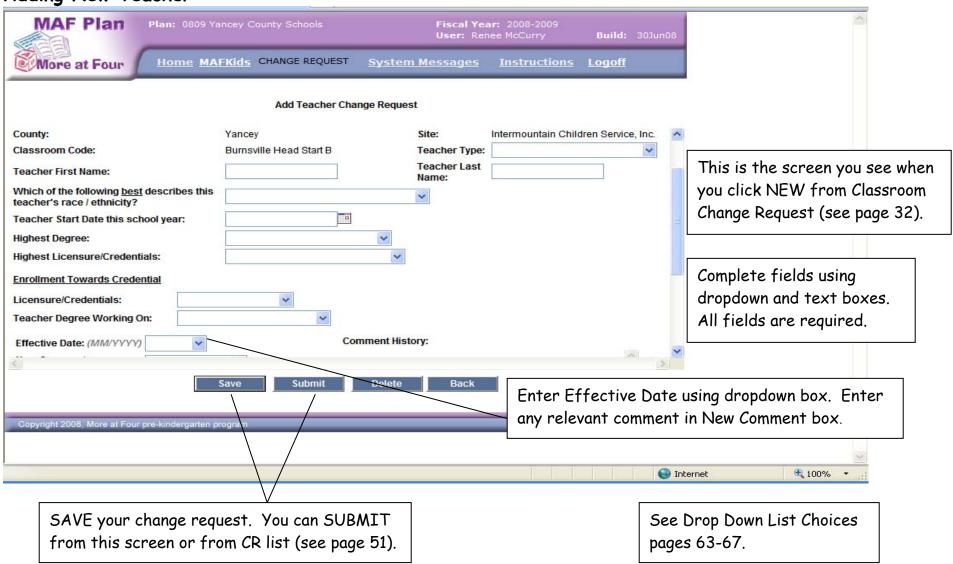




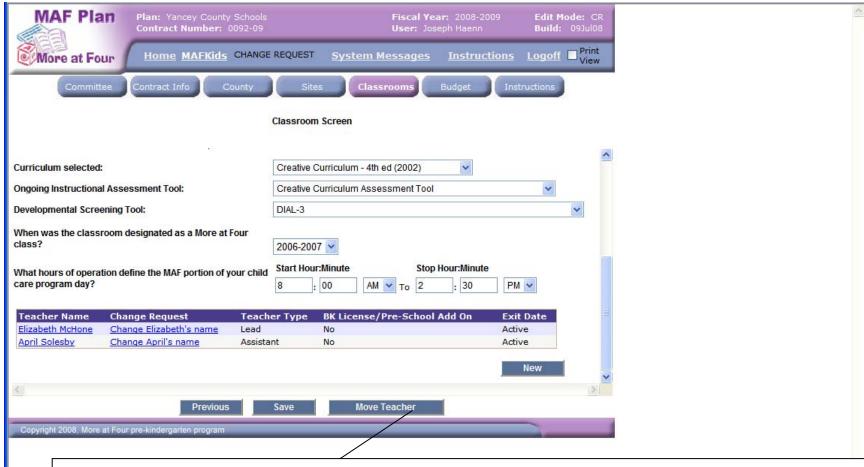


Change Request Adding New Teacher

DO NOT use this page to move an existing Teacher. Instead, use the "Move Teacher" function on the next page.

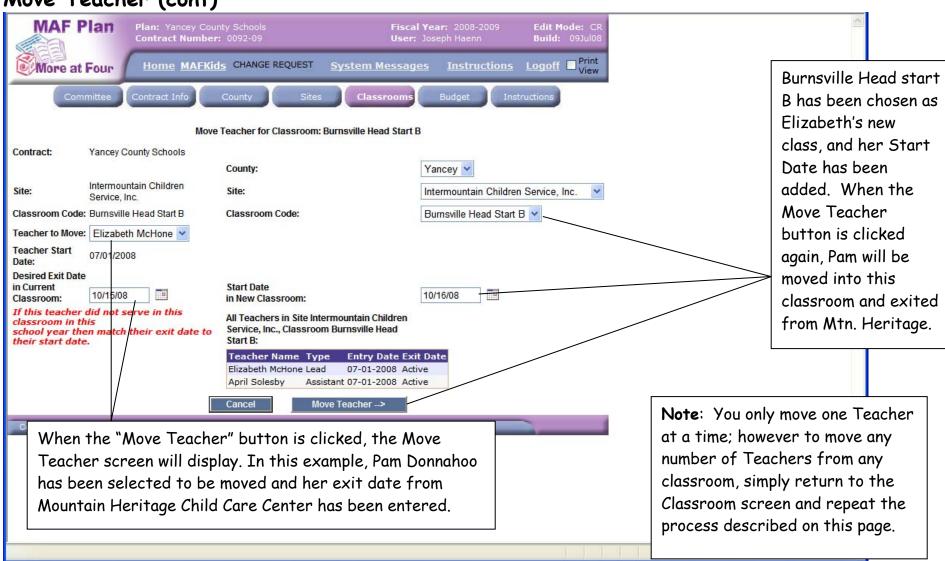


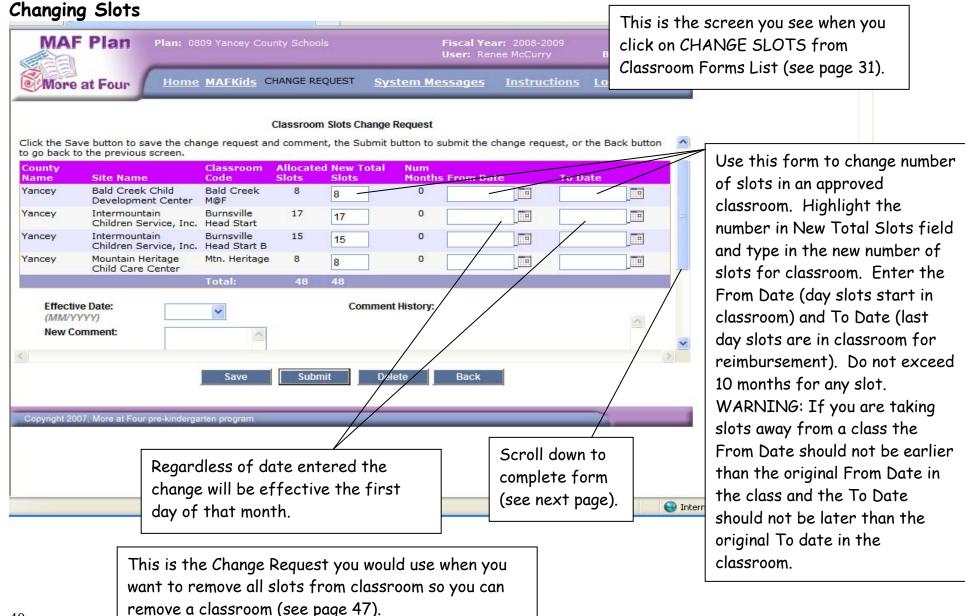
Change Request Move Teacher



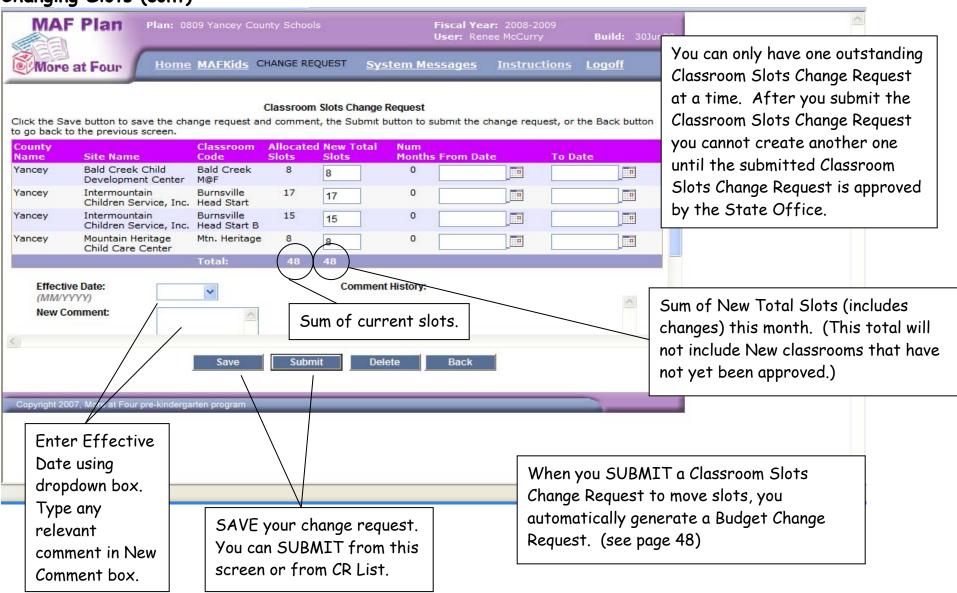
When a Teacher changes classrooms during the course of the school year, users can move them using the "Move Teacher" function. To move an existing Teacher from one classroom or site to another, select Change Request from the Home page and then go to the Classroom panel and click on the "Move Teacher" button. You will be taken to the screen shown on the next page.

Change Request Move Teacher (cont)

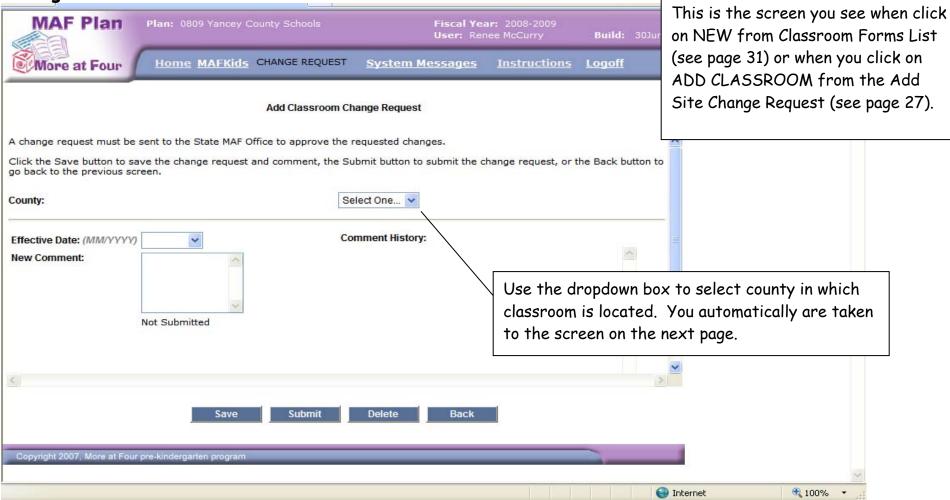




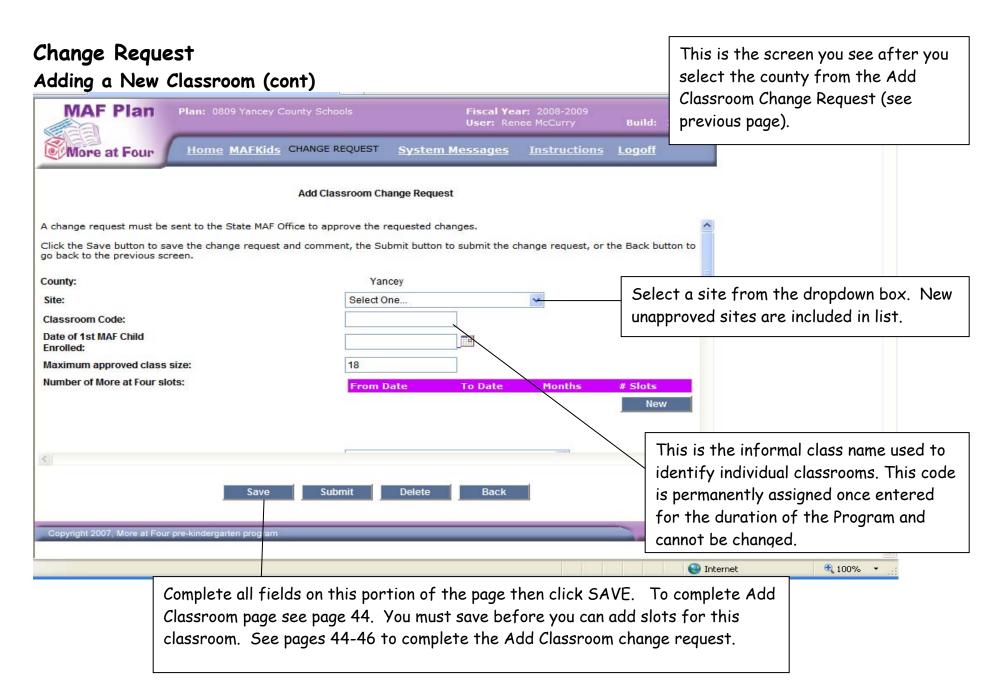
Change Request Changing Slots (cont)



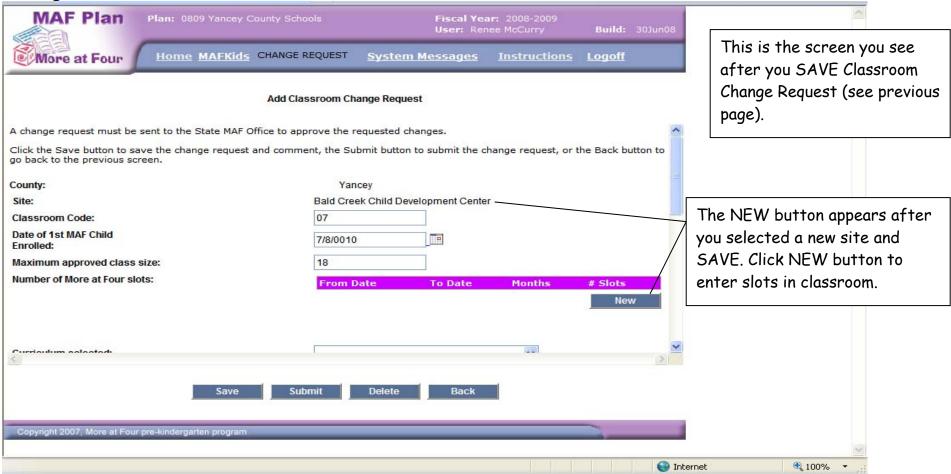
Adding a New Classroom



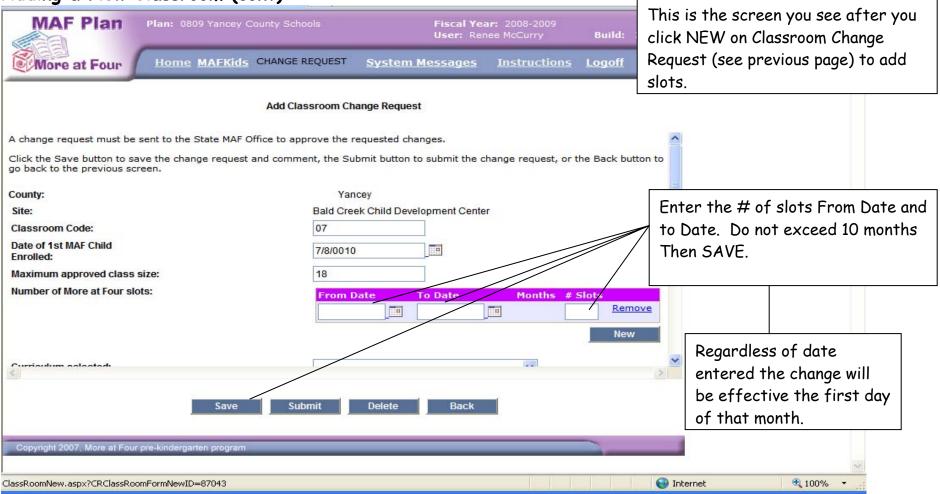
Add Teacher Change Requests must be submitted at the same time Add Classroom Change Requests are submitted. If the teacher for the new classroom will be moved from another classroom include that information in the Add Classroom Change Request New Comment section.



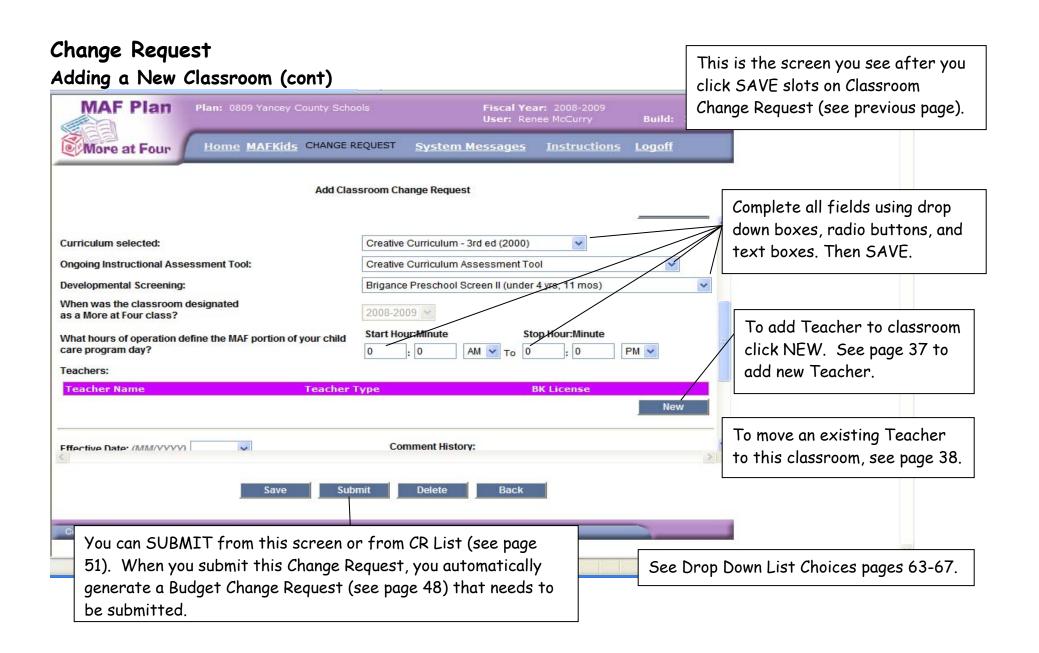
Adding a New Classroom (cont)

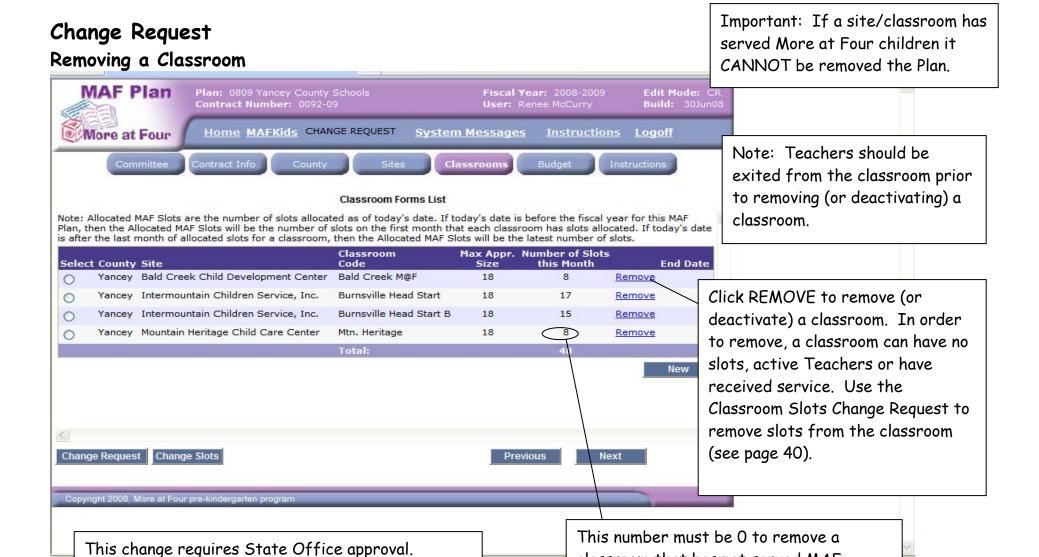


Adding a New Classroom (cont)



Review Important Notes on page iv regarding From and To dates.

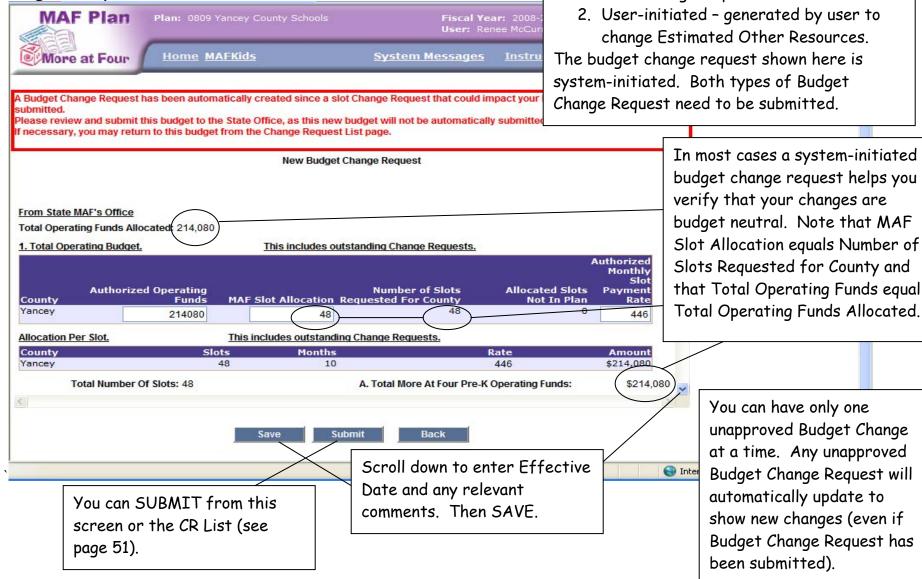




classroom that has not served MAF

children.

Budget - System-Initiated



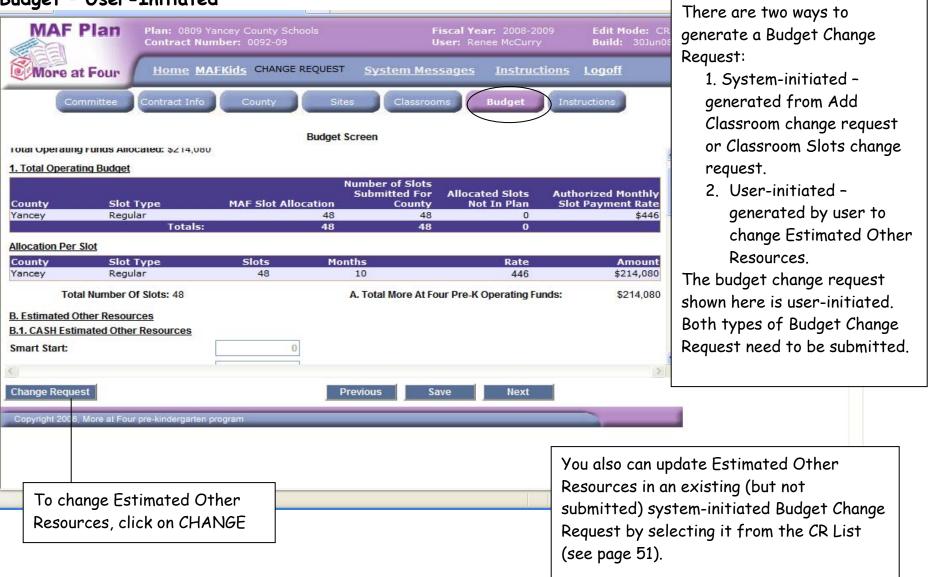
There are two ways to generate a Budget

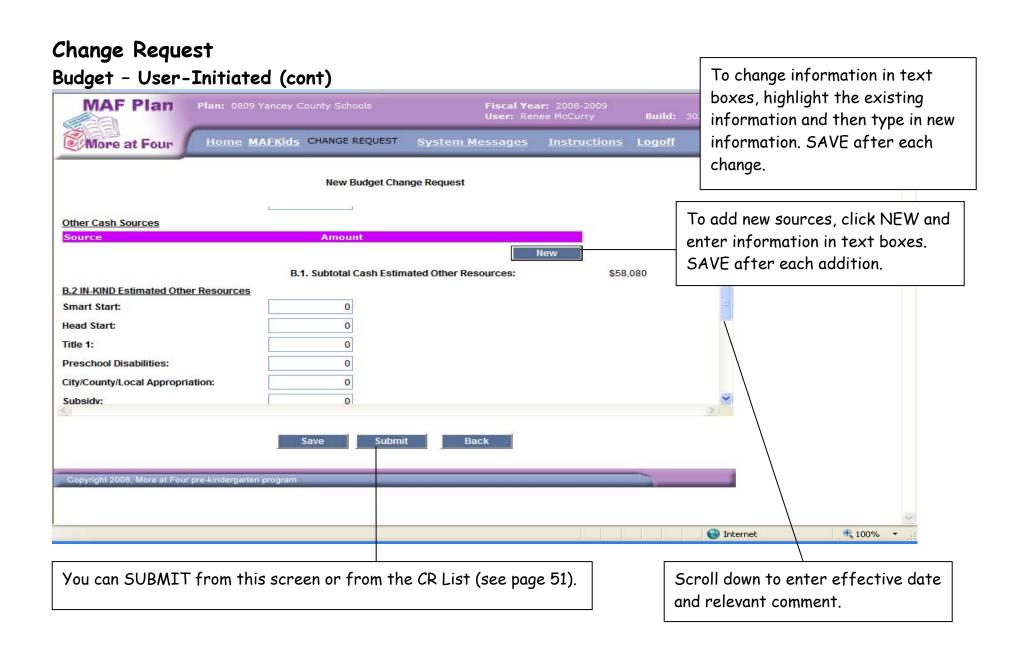
Slots change request.

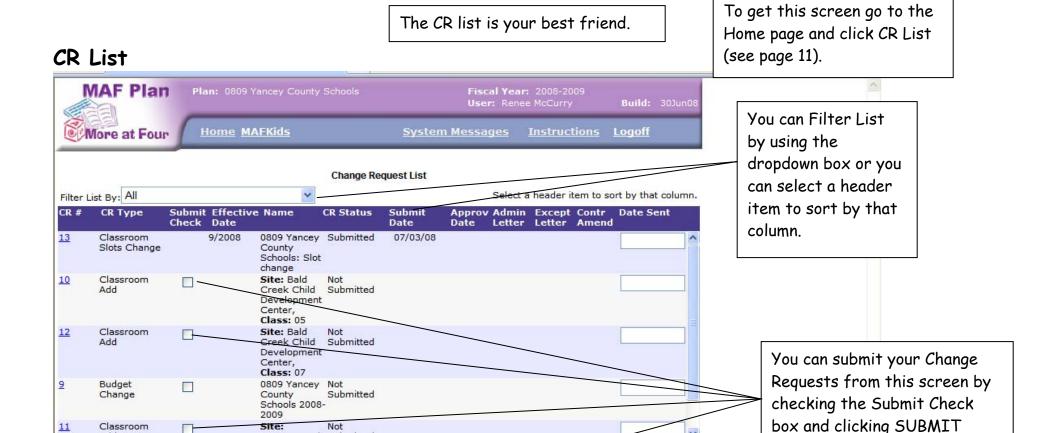
1. System-initiated - generated from Add

Classroom change request or Classroom









Submit Checked

CHECKED. MAFPlan validates

all information when you

€ 100% ▼

submit.

Internet

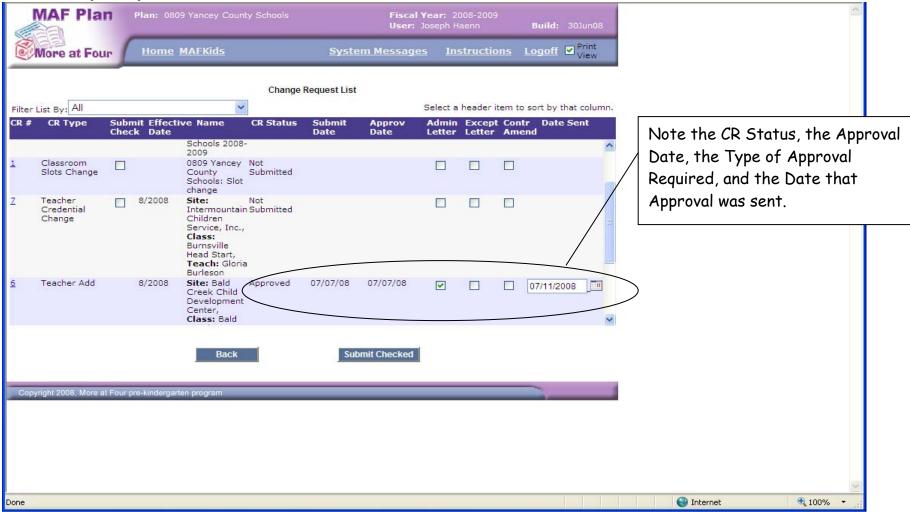
Intermountain Submitted

Back

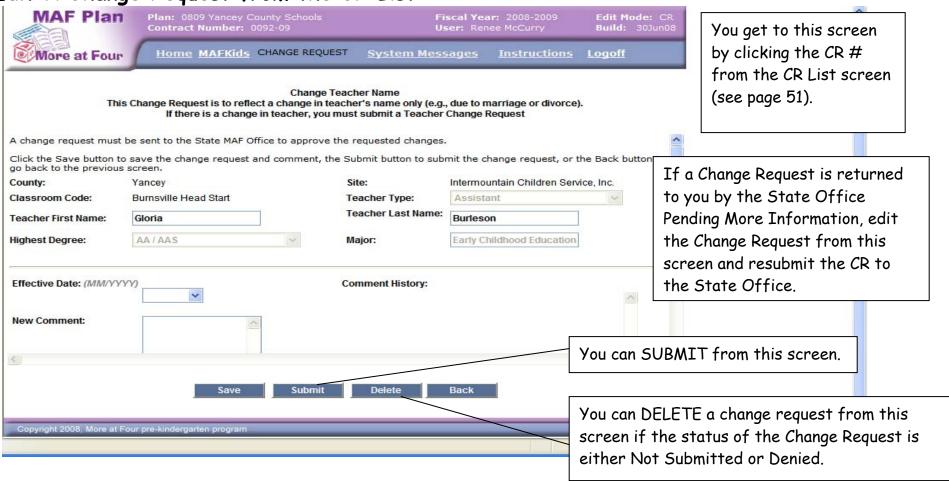
To review a Change Request, click its CR #. See page 53.

ht 2008, More at Four pre-kindergarten program

CR List (cont)



Edit A Change Request from the CR List



Email Notification from State Office

MAFPlan emails Contract Administrators, Program Contacts, and Additional Contact (if box is checked) when Change Request is PENDING MORE INFORMATION.

This email is to inform you of a status change to a Change Request.

Change Request Contract Name: Yancey County Schools

Change Request Number: 3, Administrator Credential Change

The previous status was: Submitted

The Change Request status has been changed to: **Pending More Information**.

To edit Change Request go to CR List, select CR#, and make changes (see pages 51-53).

MAFPlan emails Contract Administrators, Program Contacts, and Additional Contact (if boxed is checked) when Change Request is APPROVED or DENIED.

This email is to inform you of a status change to a Change Request.

Change Request Contract Name: Yancey County Schools

Change Request Number: 3, Administrator Credential Change

The previous status was: Submitted

The Change Request status has been changed to: Approved.

The approved changes populate your Plan and MAFKids, if applicable. You will receive an Administrative Letter that includes the approved changes.

Software Requirements

To use MAFPlan, your computer must support Internet Explorer version 6 or higher. If you have an older version of this browser, a free download of Internet Explorer 7 is available at:

http://www.microsoft.com/windows/downloads/ie/getitnow.mspx

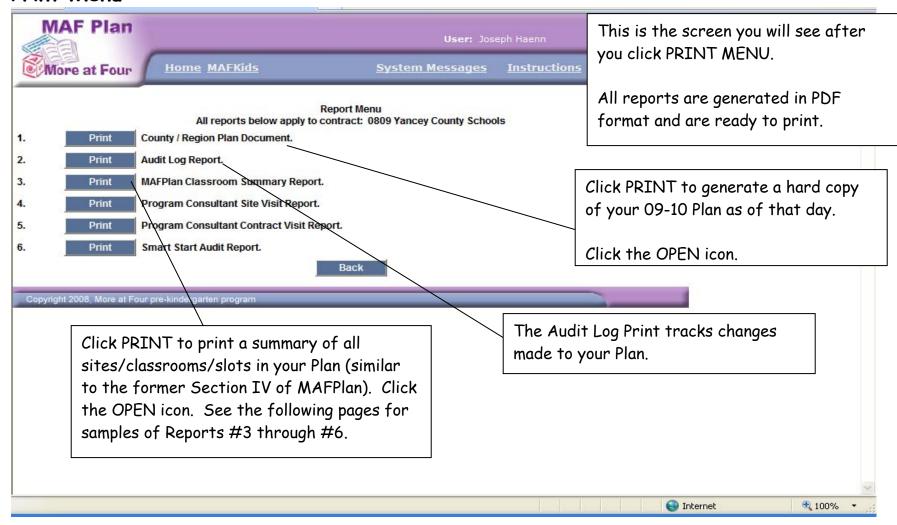
MAFPlan has not been successfully tested with other browsers, such as Netscape and Firefox.

Additional Assistance

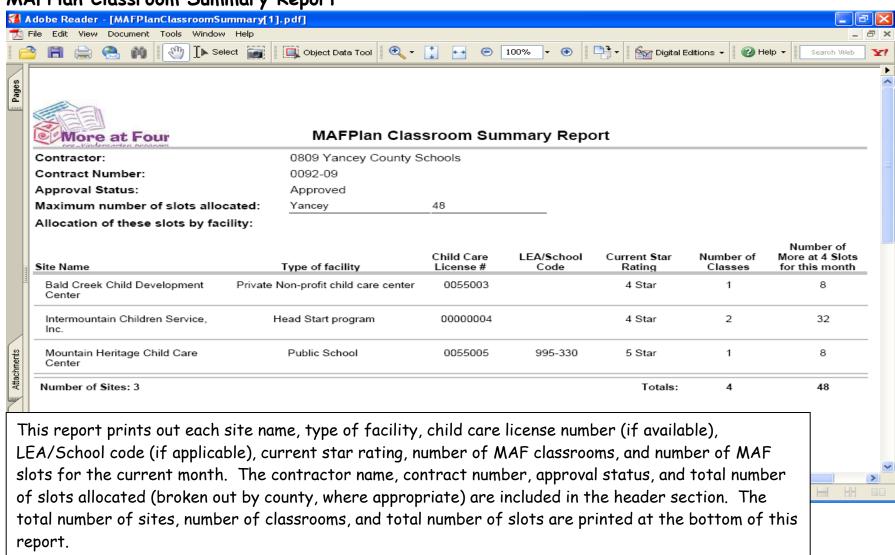
If you need help navigating MAFPlan contact KC Elander at 919-981-7302 or KC.elander@ncmail.net. For assistance about the Program Guidelines and Requirements Manual or the Fiscal and Contracts Manual, contact the State Office at 919-981-5300 or moreatfour@ncmail.net.

Also, use the Instruction Page on MAFPlan to take you to the Program Guidelines and Requirements and Fiscal and Contract Manual.

Print Menu



MAFPlan Classroom Summary Report



Program Consultant Site Visit Information Report



Program Consultant Site Visit Information

County	1. I CONCOMPANION CONTROL		Contract Administrator Tim Hensley		Program Contact		
0809 Yancey					Renee McCurry		
Site Name	Site Administrator	Admin. Credential	Site Telephone	Street Address	City	Site License	Star Rating
Bald Creek Child Development Center	Katherine Bennett	Admin Cred II	(828) 682-6956	57 Pleasant Valley Road	Burnsville	0055003	4 Star

Classroom Code	Year Designated	Number of Slots	Maximum Class Size	Curriculum	Developmental Assessment	Ongoing Assessment Tool
Bald Creek M@F	2002-2003	8	18	Creative Curriculum - 4th ed (2002)	DIAL-3	Creative Curriculum Assessment Tool
Teacher Type	First N	ame	Last Name	Highest Degree	Credential	Exit Date
Lead	Sandra	L	Hoover	BA/BS	NC Early Childhood Cre	dential
Assistant	Sarah		Jones	AA / AAS	None	

This report provides a convenient overview of each MAF program site. All sites or one particular site (selected from a dropdown list of all sites) can be selected to be printed in the report. The header contains the county, contractor, contract administrator, and program contact. For each site selected, the site name, administrator (including administrator credentials), and site address, telephone number, license number, and star rating are printed. Within each site for each participating classroom, the following information is printed: classroom code; year designated as a MAF classroom; number of slots; maximum class size; curriculum, developmental assessment, and ongoing assessment tool being used; and Teacher information (Teacher type, first and last name, highest degree, and credential).

Program Consultant Contract Visit Information Report



Program Consultant Contract Visit Information

Contractor: 0809 Yancey

Agency: 0809 Yancey County Schools

Program Contact: Renee McCurry Fiscal Administrator: Robbie Renfro Contract Administrator: Tim Hensley

Title: Early Childhood Edu. Title: Director of Finance Title: Career/Technical Telephone: (828) 682-6103 Telephone: (828) 682-6101 Telephone: (828) 682-6101

E-Mail: kkconsulting@nc.rr.com E-Mail: kkconsulting@nc.rr.com E-Mail: kkconsulting@nc.rr.com

Address: P. O. Box 190 Address: 100 School Circle Address: 100 School Circle

Burnsville, NC 28714 Burnsville, NC 28714 Burnsville, NC 28714

Operating Funds: \$214,080.00

Total Number of Allocated Slots: 48 at \$446.00 per Slot

Total Number of Slots as of this date: 48

Superintendent (or Designee):

Local Partnership Board Chair (or Designee):

Head Start Program Representative:

Licensed Child Care Representative:

Child Care Resource/Referral Agency Representative:

Social Services/Child Subsidy Representative:

Parent Representative:

Dr. Tom Little

Neil Brown

Arvene Byrd

Laura Graham

Heather Hall

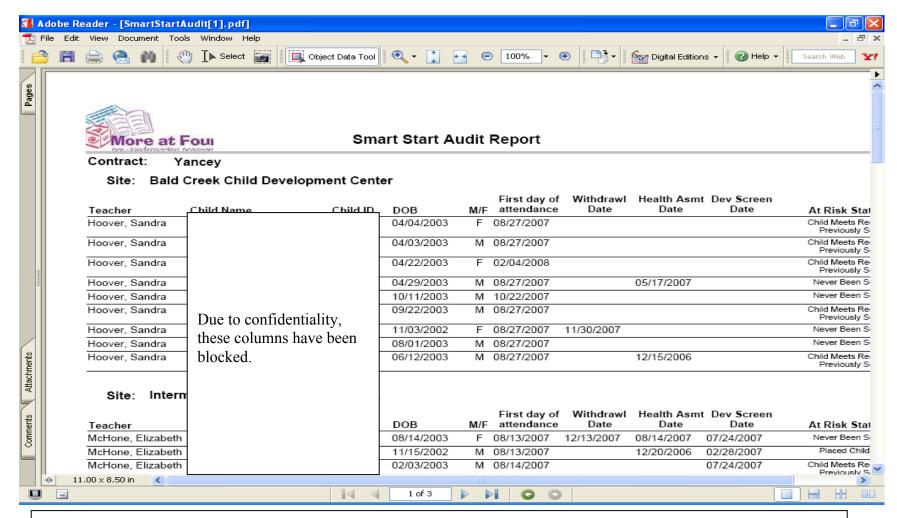
Melissa C.Roberts

Parent Representative:

Renee' Hughes

This report provides a convenient overview of the administrative side of the MAF contract for a given contractor. Contractor name and agency are provided in the header, followed by the contact information (name, title, telephone number, e-mail address, and regular mail address) for the MAF Program Contact, Fiscal Administrator, and the Contract Administrator. The next section provides the total operating funds, total number of allocated slots and slot rate, and the total number of slots as of this date. The bottom section gives the composition of the MAF Committee, including the name of the local school Superintendent (or designee), local Partnership Board Chair (or designee), and the representatives for Head Start, licensed child care, child care resource/referral agency, social services or child subsidy, and parents.

Smart Start Audit Report



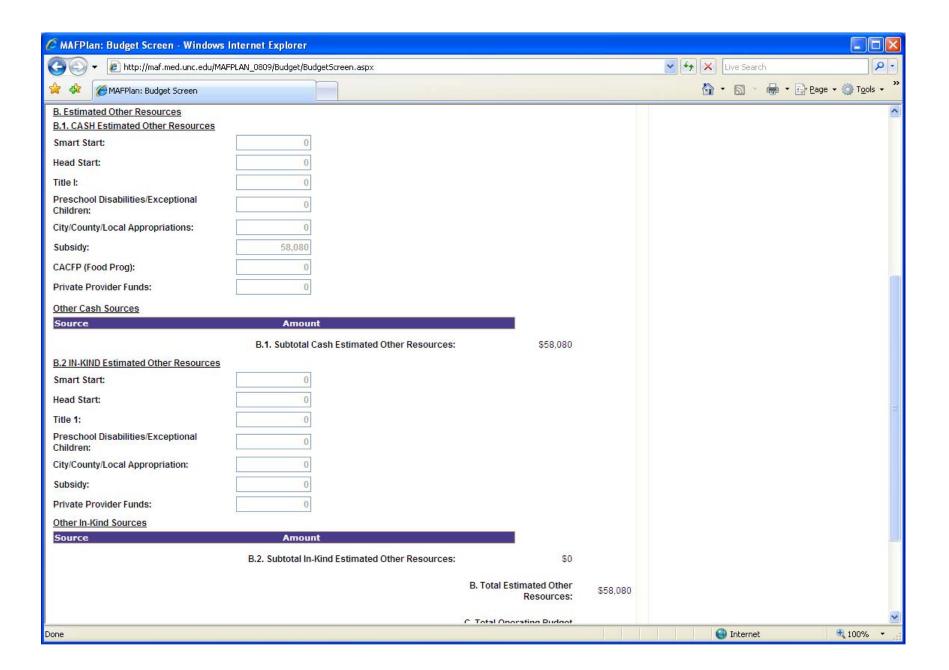
This report is useful if your sites are subject to a Smart Start Audit. For each MAF student, the following information is listed: Teacher name, child name, child ID, date of birth, gender, the first day of attendance, withdrawal date (if appropriate), health assessment date, developmental screening date, and at-risk status. It is recommended that this report be run at the end of each school year before closeout so that the data will be available for a Smart Start audit conducted in the following year.

Helpful Hint For 09-10 PLAN

When you use the Print Menu feature to print the 09-10 at Four Plan, the Estimated Other Resources will not print on the budget page. To print Estimated Other Resources, Click on the Budget button at the top of the screen shown below.



Place your cursor (arrow) on Item B. Estimated Other Resources, left click to highlight this section and drag down through the amount in Item C. Copy and paste into a blank Word document. This will allow you to print the Estimated Other Resources as shown in the following example.



Drop Down List Choices

	2009-10 Input	
MAFPLan Field Title	Location	Drop Down Box Choices
		Public School
		Head Start Program
		Head Start Program Administered by Public School
	Section IV	Private Non-profit child care center
Type of Site	Site	Private For-profit child care center
		5 Star
		4 Star
		3 Star
		Temporary
	Section IV	Public School in Process
Current Star Rating	Site	Public School Not Licensed
		Principal
		Director
	Section IV	Interim Principal
Principal/Director	Site	Interim Director
		PhD/EdD
		MA/MS
		BA/BS
	Section IV	AA/AAS
	Site	High School Diploma/GED
Highest Degree	Director/Principal	Less than High School Diploma

•		Principal License
		Admin Cred III
	Section IV	Admin Cred II
	Site	Admin Cred I
Highest Administrator Credential	Director/Principal	None
	•	If Working on, select the highest one that applies (drop
		down box):
		Principal License
		Admin Cred III
	Section IV	Admin Cred II
Working on Administrative license/	Site	Admin Cred I
credential.	Director/Principal	Not working on
		If Working on, select the highest that applies (drop down
		box):
		PhD/ EdD
	Section IV	MA/MS
	Site	BA/BS
Degree working on	Director/Principal	Not working on
		Creative Curriculum for Preschool - 4 th ed (2002)
		Opening the World of Learning (OWL) (2005)
		High Scope Preschool Curriculum (2002)
		Explorations with Young Children (Bank Street) (1992)
		The Empowered Child, Childtime - 2 nd ed (2007)
	Section IV	Tutor Time LifeSmart (2005)
	Site	Passports: Experiences for PreK Success (2007)
Curriculum Selected	Classroom	

•		Creative Curriculum Developmental Continuum, Ages 3-5
		Learning Care System - Emp. Child and Tutortime
		Work Sampling System
		High Scope PreSchool Child Observation Record 2 nd ed
		(Preschool COR)
	Section IV	Galileo On-line Assessment System
	Site	Learning Accomplishments Profile 3 rd ed (LAP 3)
Ongoing Instructional Assessment Tool	Classroom	Other, specify
		DIAL-3
		Brigance Preschool Screen II (under 4 yrs, 11 mos)
		Brigance K & 1 II (5 yrs, 0 mos and older)
		Learning Accomplishment Profile - Diagnostic (LAP-D Normed
		Screens)
		ESI-P (Preschool ages 3 - 4 1/2 years) + DECA or SSRS
		ESI-K (kindergarten ages 4 1/2 - 6 years) + DECA or SSRS
		Ages and Stages Questionnaires (ASQ)
	Section IV	Parents' Evaluation of Developmental Status (PEDS)
	Site	K-SEAL + DECA or SSRS
Developmental Screening Tool	Classroom	Other, specify
		Lead
		Lead, on extended leave
	Section IV	Long-term Substitute Lead
	Site	Assistant
	Classroom	Assistant, on extended leave
Teacher Type	Teacher	Long-term Substitute Assistant

		Select highest one that applies:
		PhD/EdD
		MA/MS
	Section IV	BA/BS
	Site	AA/AAS
	Classroom	High School diploma/GED
Highest Degree	Teacher	Less than High School diploma
		Select the highest one that applies:
		B-K License
		Pre-School Add-on
		Provisional B-K License
		Other NC Teacher's License
		Other State Teacher's License
		Provisional NC Teacher's License
	Section IV	CDA (Child Development Associate) Credential
	Site	NC Early Childhood Credential
	Classroom	Other
Highest License/Credential	Teacher	None
		Select the highest one that applies:
	Section IV	B-K Degree/License
	Site	Pre-School Add-on
	Classroom	CDA
License/Credential Working on	Teacher	Other

None

		Select highest one that applies:
		PhD/EdD
		MA/MS
	Section IV	BA/BS
	Site	AA/AAS
	Classroom	High School diploma/GED
Degree Working on	Teacher	not working toward degree
		American Indian/Alaska Native
		Asian
		Black/African American
	Section IV	Native Hawaiian/Other Pacific Islander
	Site	Spanish/ Hispanic/Latino
	Classroom	White/European American
Teacher Race/Ethnicity	Teacher	Multiracial/Multiethnic